

Aiden Kirchner

I have what you're looking for

Waynesboro, VA 22980

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+1 540 294 4887

I believe I will be a valuable member of your team. I have all the qualities and skills that you are looking for in that position. I am a fast learner and a good team member. I can work with less supervision and can work over-time if needed. I can also assure you that I can be an asset to your prestigious company, just give me the opportunity to show you.

Authorized to work in the US for any employer

Work Experience

Sales Representative/Recruiter

Avon - Waynesboro, VA

September 2014 to Present

Contact potential clients and work to sell them products and services offered by Avon. Handle customer issues. Being very persistent and customer oriented. Perform tasks such as updating customer database, conduct market research, meeting sales targets, promoting new products, reporting sales trends, recording orders, monitoring competitor activity, evaluating marketing campaigns. Being professional and knowledgeable of the services and products offered. Networking and negotiating. Being client oriented, polite, responsive, and persistent. Being enthusiastic, ambitious, confident, motivated, and able to take initiative. Great communication and time management skills. Highly organized, clean and neat workspace. Excellent sales skills. Empowering women, making them feel more confident and beautiful. Utilizing social media to network and market my business. Signing contracts with newly signed up Avon Representatives.

Owner/Operator

Kirchner Admin Services - Waynesboro, VA

March 2014 to Present

We offer several Legal Forms which we type up for the Client:

- Advance Directive
- Last Will & Testament
- Living Will
- Bill of Sale
- Power of Attorney
- Separation & Divorce papers

We type up Resumes & Cover letters for Clients as well as helping with Job Searching and helping Clients apply for Jobs. We do Social Media Marketing for Client's Business. We also type up any document the Client needs typed up.

Customer Service Representative

STOP IN FOOD STORES - Waynesboro, VA

September 2020 to December 2022

I had previously worked for this company before, for many years where I was an Assistant Manager at another location. I showed exceptional people and customer service skills as well as exhibited great communication and interpersonal skills. Friendly, positive, and always willing to help customers. Reliable, always show up on time, and can multitask when the station was busy. Overseeing the daily operations of the gas station and completing duties to maintain the station. Creating a clean and safe environment for customers and maintaining a clean work area for employees. To ensure satisfactory customer service by greeting customers and assisting them with any needs or questions. Responsible for maintaining the store inventory. Stocking and re-stocking the shelves, organizing shelves, replenishing product in shelving, coolers, and hot food area. To accept customer payments. Operate the register as well as the credit card machine and the EBT Card Machine. Maintain the register balance. Responsible for maintaining and refilling the outside washing dispensers and taking out trash as well as cleaning the Restroom area and stocking it. Cleaning the windows, countertops, vacuuming, sweeping and mopping floors.

Store Manager

Dollar General - Nellysford, VA

August 2020 to August 2021

While in this position, I was able to showcase my leadership skills and multi-tasking strengths as well as my team building skills. I also had a strong leadership in merchandising, recruiting, sales and inventory controls. Also ensuring customer satisfaction and ensuring the achievement of store sales goals. I was responsible for the management of all employees in the effective planning and implementation of all store processes, including ordering, receiving, stocking, presentation, selling, staffing and support. I recruited, selected and retained qualified employees according to federal and state labor laws and company policies; and ensured store was properly staffed. Provided proper training for employees; conducted performance evaluations; identified gaps for appropriate solutions and/or counseling, up to and including termination. Made recommendations regarding employee pay rate and advancement. Communicated performance, conduct and safety expectations regularly; coordinated meetings and events to encourage safety, security and policies. Ensured that the store was appropriately staffed and effectively opened and closed each day. Evaluated operating statements to identify business trends (including sales, profitability, and turn), expense control opportunities, potential shrink, and errors. Ordered to ensure the meeting or exceeding of in-stock targets; reviewed ordering plan, seasonal direction and inventory management issues on a weekly basis; followed up on Basic Stock Replenishment (BSR)/cycle counts. Facilitated the efficient staging, stocking and storage of merchandise by following defined company work processes. Ensured that all merchandise was presented according to established practices; utilized merchandise fixtures properly including presentation, product pricing and signage. Maintained accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls. Ensured the financial integrity of the store through strict cashier accountability, key control, and adherence to stated company security practices and cash control procedures. Provided superior customer service leadership. Maintained a clean, well-organized store; facilitated a safe and secure working and shopping environment. Ensured that store was adequately equipped with tools necessary to perform required tasks. Followed company policies and procedures as outlined in the Standard Operating Procedures manual, Employee Handbook, and company communications; ensure employee compliance. Completed all paperwork and documentation according to guidelines and deadlines. Operated the register when needed, handled money and created cash deposits which were taken to the bank and deposited. Kept a calendar for employee time off requests and set employee schedules. Frequently communicated with my Dollar General District Manager, other Store Managers and Corporate Office through e-mail and phone.

Cashier/Assistant Manager/Manager

STOP IN FOOD STORES - Waynesboro, VA

August 2011 to April 2020

I showed exceptional people and customer service skills as well as exhibited great communication and interpersonal skills. Friendly, positive, and always willing to help customers. Reliable, always show up on time, and can multitask when the station was busy. Overseeing the daily operations of the gas station and completing duties to maintain the station. Creating a clean and safe environment for customers and maintaining a clean work area for employees. To ensure satisfactory customer service by greeting customers and assisting them with any needs or questions. Responsible for maintaining the store inventory. Stocking and re-stocking the shelves, organizing shelves, replenishing product in shelving, coolers, and hot food area. To accept customer payments. Operate the register as well as the credit card machine and the EBT Card Machine. Maintain the register balance. Responsible for maintaining and refilling the outside washing dispensers and taking out trash as well as cleaning the Restroom area and stocking it. Cleaning the windows, countertops, vacuuming, sweeping and mopping floors.

92G Food Service Specialist

United States Army

2002 to 2005

Train and exercise using various military equipment and tactics. Take part in military operations, capture or destroy enemy ground forces and repel enemy attacks. Monitor, operate, service and repair military equipment. Set up camouflage and other protective barriers, and dig trenches and bunkers for protection against attacks. Operate communications and signal equipment. Patrol areas of possible military activity and carry out scouting missions to spot enemy movements and locations. Report to the commanders about performed operations and cases where the rules of military code were broken. Engage in peacekeeping operations and enforce ceasefire agreements. Learn basic tactical and survival skills along with how to shoot, rappel, and march. Learn the basics of Army life and military customs, including the Seven Core Army Values. Learned Tactical Foot March, Basic Rifle Marksmanship, Engagement Skills and Situational Training Exercises. Learned Field Training Exercises, Confidence Obstacle Course and the Tactical Foot March. After becoming familiar with the use of automatic weapons and hand grenades in U.S. Weapons Training & negotiated the Night Infiltration Course. After passing my tests and challenges, I congregated for the Rites of Passage. Assisting with the preparation & serving of meals. Receiving food orders. Skills in food production. Knowledge of food equipment & cleaning supplies. Bake, fry, braise, boil, simmer, steam and sauté as prescribed by Army recipes. Operate, maintain and clean field kitchen equipment. Perform preventive maintenance on garrison and field kitchen equipment. Standard and dietetic menus and recipes. Preparation and cooking of various foodstuffs and bakery products. Food and supply ordering. Storage of meats, poultry and other perishable items.

Education

Certificate in Entrepreneurship

Avon University - New York, NY

2014 to 2024

Certificate in Web Design

Woodrow Wilson Rehabilitation Center - Fishersville, VA

2005 to 2009

Diploma in General Studies

Stuarts Draft High School - Stuarts Draft, VA
1996 to 2000

Skills

- Microsoft Office (10+ years)
- Microsoft FrontPage (2 years)
- Adobe Dreamweaver (2 years)
- Social Media (10+ years)
- Social Media Marketing (8 years)
- MySQL (Less than 1 year)
- HTML (6 years)
- Web Design (3 years)
- Java (Less than 1 year)
- Typing 80WPM (10+ years)
- Transcribing (1 year)
- Marketing (5 years)
- Job Coaching/Assisting (8 years)
- Resume Writing (10+ years)
- Cover Letter Writing (10+ years)
- OpenOffice (3 years)
- Blogging (9 years)
- Poetry (10+ years)
- Leadership (10+ years)
- Journalism (2 years)
- Key Entry Numeric (3 years)
- Public Speaking (8 years)
- VB .NET (1 year)
- Team Lead (5 years)
- Customer Service (10+ years)
- Cash Handling (10+ years)
- Training (8 years)
- retail sales (10+ years)
- Inventory (5 years)
- problem solving
- Organizational Skills
- Management (6 years)
- Web Development
- Market Research

- Delivery driver experience
- Route driving
- Commercial driving
- Contracts (6 years)
- Lead generation (9 years)

Languages

- English - Expert
- Germa - Beginner

Links

<http://aidendkirchner.com>

<https://kirchneradmin.weebly.com/>

<https://www.bonfire.com/store/hustle-wear/>

<https://www.facebook.com/KirchnerAdmin/>

<https://www.facebook.com/LeaderAiden>

<https://www.instagram.com/kirchneradminserves/>

Military Service

Branch: Army

Service Country: United States

Rank: E-1

September 2004 to March 2005

92G Food Service Specialist

Awards

Best Ideas

September 2008

Award for Best Ideas presented by the Student Government Association at Woodrow Wilson Rehabilitation Center.

Editor's Choice Award

October 2006

For outstanding achievement in Poetry presented by poetry.com and the International Library of Poetry.

Editor's Choice Award

June 2005

For Outstanding Achievement in Poetry. presented by poetry.com and the International Library of Poetry.

All Around Student

September 2008

Award presented by Woodrow Wilson Rehabilitation Center Student Government Association

Editors Choice Award

November 2008

For Outstanding Achievement in Poetry presented by Poetry.com and the International Library of Poetry.

2006 TIME's Person of the Year

2006

Certifications and Licenses

Career Readiness Certificate

October 2008 to Present

Presented by: Commonwealth of Virginia

Microsoft Office Specialist

October 2007 to Present

Microsoft Office Specialist Official Certification presented by Blue Ridge Community College. Having demonstrated proficiency in Microsoft Office Excel 2003.

Microsoft Office Specialist

November 2007 to Present

Microsoft Office Specialist Official Certification presented by Blue Ridge Community College with proficiency in Microsoft Office Word 2003.

Typing Speed

June 2008 to Present

Typing Speed Certificate. Certified average speed 51 WOM. Certificate ID: 0618498007 Verification at: <http://www.learn2type.com/verify>

Customer Service Certified

August 2007 to Present

In recognition of successful completion of all six modules of the Through The Customers Eyes Customer Service Certification Program. Rockhurst University Continuing Education Center. International Customer Service Association. Woodrow Wilson Rehabilitation Center. National Seminars Group.

Certified Web Publisher

June 2008 to Present

Participated in the Career Certification Programme of Cambridge Intercontinental University leading to Cambridge Certified Wrb Publisher.

Certified E-Commerce Associate

March 2009 to Present

Participated in the Career Certification Programme of Cambridge Intercontinental University leading to Cambridge Certified E-Commerce Associate.

Class C Operator Certified

June 2015 to Present

Participated in Class C Operator Training presented by UST Training.com UST Training Class C certified.

Food Safety

Present

Diploma in Food Safety from Alison.com

Basic German Language Skills

Present

Diploma from Alison.com

Google Blogger

Present

Diploma from Alison.com

Driver's License

Assessments

Supervisory Skills: Motivating & Assessing Employees – Familiar

May 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Familiar](#)

Management & Leadership Skills: Impact & Influence – Proficient

May 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives.

Full results: [Proficient](#)

General Manager (Hospitality) – Familiar

May 2020

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Familiar](#)

Management & Leadership Skills: Planning & Execution – Familiar

May 2020

Planning and managing resources to accomplish organizational goals

Full results: [Familiar](#)

Verbal Communication — Familiar

May 2020

Speaking clearly, correctly, and concisely

Full results: [Familiar](#)

Social Media — Completed

January 2020

Creating content, communicating online, and building a brand's reputation.

Full results: [Completed](#)

Security Guard Skills — Completed

March 2020

Assessing risks, enforcing security standards, and handling complaints.

Full results: [Completed](#)

Attention to Detail — Completed

March 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Completed](#)

Basic Spreadsheets with Microsoft Excel — Familiar

March 2019

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: [Familiar](#)

Call Center Customer Service — Familiar

March 2020

Applying customer service skills in a call center setting.

Full results: [Familiar](#)

Work Style: Reliability — Highly Proficient

March 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Creating Presentations with Microsoft PowerPoint — Proficient

May 2020

Knowledge of Microsoft PowerPoint tools and features.

Full results: [Proficient](#)

Retail Customer Service — Highly Proficient

May 2020

Comprehending and responding to retail customer needs.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Highly Proficient

May 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Basic Computer Skills: PC — Highly Proficient

May 2020

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: [Highly Proficient](#)

Working with MS Word Documents — Proficient

May 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: [Proficient](#)

Composing & Sorting Email with Microsoft Outlook (PC) — Highly Proficient

May 2020

Effectively composing and organizing email messages in Microsoft Outlook.

Full results: [Highly Proficient](#)

Workplace English — Expert

May 2020

Understanding spoken and written English in work situations.

Full results: [Expert](#)

English Communication Skills: Typing — Expert

May 2020

Transcribing text using a standard keyboard

Full results: [Expert](#)

Human Resources Skills: Recruiting — Proficient

May 2020

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Proofreading — Familiar

May 2020

Proofreading written texts.

Full results: [Familiar](#)

Workplace safety — Proficient

September 2022

Using safe practices at work

Full results: [Proficient](#)

Work style: Reliability — Proficient

August 2021

Tendency to be reliable, dependable, and act with integrity at work
Full results: [Proficient](#)

Social media — Completed

September 2022

Knowledge of social media techniques and analytics interpretation
Full results: [Completed](#)

Working with MS Word documents — Completed

September 2022

Knowledge of various Microsoft Word features, functions, and techniques
Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Groups

The A Team

September 2014 to Present

Aiden's AVON Team. My Avon Team, The A Team. A group of strong, independent, motivated, determined & dedicated women who are selling and promoting Avon Products & the Avon Business Opportunity.

Breakfast With Champions

January 2019 to Present

Podcasters: Motivation, inspiration, and education. We learn from some of the most successful people in the world how to create the best version of yourself. This is your daily one-stop shop to RISE with intention and purpose. EVOLVE into the best version of yourself, and go out and make a massive impact on this planet.

The best part is, with Breakfast With Champions, we get to do it all TOGETHER! Join us daily for new episodes, and check out our website at <http://BWCDaily.com>

AVON Platinum Power Team

July 2014 to Present

Lisa Wilber's Platinum Power Team.

AVON Sunshine Team

July 2014 to Present

Cynthia Pilkington's Avon Sunshine Team

Publications

Old Ragtime News Vol 1 Iss 2

https://issuu.com/wwrc_sga/docs/oldragtimenewsvol1iss2

June 2008

Student Newsletter I created/edited, Old Ragtime News

Old Ragtime News Vol 1 Iss 8

https://issuu.com/wwrc_sga/docs/oldragtimenewsvol1iss8

September 2008

Student Newsletter I created/edited

Old Ragtime News Vol 1 Iss 5

https://issuu.com/wwrc_sga/docs/oldragtimenewsvol1iss5

May 2008

Newsletter I created/ran and edited

Old Ragtime News Vol 1 Iss 1

https://issuu.com/wwrc_sga/docs/oldragtimenewsvol1iss1

March 2008

Newsletter I created, edited and ran

Additional Information

KEY STRENGTHS • High level computer skills including Excel, Word and Powerpoint. • Microsoft Word 2003 Certified • Microsoft Excel 2003 Certified • Eight years experience in customer service both face to face and phone based. • Superior Internet skills including numerous web based email systems • Training, Development, & Mentoring • Noted for punctuality and excellent attendance record • Superior time management and organizational skills including scheduling • Assisted with training staff • Knowledge of all standard office machine operation: Printers, copiers, faxes • Professionally handled complaints and difficult situations OFFICE SKILLS 80 WPM Superior Internet Skills - Numerous web based email systems Training Staff Provided professional, efficient & friendly service to all clients Superior Time Professionally handled complaints & difficult situations.

AVON Beauty Advisor/Team Leader/Recruiter/Sales Rep - Became an Avon Beauty Advisor. Learned Recruiting and Leadership skills and how to lead a team of my own in which I started recruiting and gained 35+ members on my team. As I was building my team, I researched and learned Leadership Skills that I hadn't had before. Learned Recruiting and how to recruit those interested in the Avon Opportunity and how to present the Avon Opportunity to the members of my community and those online. Learned Sales and what it took to create those sales and how to build my sales. I also learned how to market Avon products online and face to face. Learned Social Media Marketing, and SEO (Search Engine Optimization). I also learned Entrepreneurial Skills from mentors such as Lisa Scola and Molly Stone-Bibb who are successful woman within Avon.

Web Design/Administrative Assistant/SGA President/Peer Mediator/Newsletter Creator & Editor - Took Web Design in which I learned & used software such as Adobe Dreamweaver, HTML, MySQL, Java, Microsoft FrontPage, Microsoft Office 2003 & Microsoft Office 2007. They sent me to Blue Ridge Community College to take 2 certification tests in which I passed and I became Microsoft Office Specialist Certified in Microsoft Office 2003 Word and Microsoft Office Specialist Certified in Microsoft Office 2003 Excel. I also took classes a class for Administrative Assistant in which I used software such as Microsoft Office 2003 & Microsoft Office 2007. I did 2 Internships while attending which was, Resource Room Specialist at the Virginia Employment Commission in which I helped clients file for unemployment benefits, job search, create an e-mail address, create a resume and cover letter. My 2nd Internship was

at Woodrow Wilson Rehabilitation Center in the Marketing Department working on the Annual Report in which I interviewed students who would be featured in that year's Annual Report as well as photograph them in action. I was Student Government Association President in which I planned all student events and activities. I also created new clubs for the student's to participate in. I also created & edited the Student Newsletter, Old Ragtime News. Several issues (about 9 or 10) were created and sent out to the students and faculty through e-mail and a printed copy was also available to students and faculty in the Library and Rec Hall. While attending WWRC I became a Student Peer Mediator in which I would resolve issues that students had between them.